



LIBRARY SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise library operations within the Adult Services, Youth Services, Bibliographic Services, or Computer Access Center Programs; and to perform a variety of technical tasks relative to the assigned Program.

Supervision Received and Exercised:

Receives direction from the Deputy Community Services Manager - Library or from other management staff.

Exercises direct supervision over professional, technical and clerical library staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, assign and monitor the work of professional, technical and clerical staff in assigned Program.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for Program; implement policies and procedures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer reference questions and assist patrons doing research in utilizing documents and materials in assigned Program; respond to patrons' needs and complaints.
- Review, evaluate and recommend purchase of books, audio-visual materials, and electronic resources for inclusion into regular reference or circulating library collection; evaluate and weed books and audio-visual materials from collection.
- Keep abreast with professional developments and current events; read journals, peruse books, bibliographies and other media to develop expertise in assigned subject area.

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- Develop communication with other agencies, libraries, and key people in the community.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Coordinate public relations activities for assigned Program including the preparation of press releases and the design and production of brochures and fliers.
- Represent the Tempe Public Library in the community and at professional meetings as required; perform outreach work to the community, community organizations, and schools.
- Compile performance reports and statistics of the Program relative to patron activity.
- Serve as the library building supervisor in the absence of the Deputy Community Services Manager-Library.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional library experience. Some supervisory experience is desirable.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5803

Salary Range: 39

FLSA: Exempt

Effective November 1988

Reviewed July 1991

Revised November 2000 (Range and Title Change)